

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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Date: August 28, 2008

To: All TANF Cash Assistance Policy Manual & WoRC Guideline Holders

From: Melissa Faber, TANF Policy Specialist
Dana Meldrum, TANF Program Officer
Public Assistance Bureau, Central Office

Subject: TANF Cash Assistance Bulletin TB-45

Please place this bulletin at the beginning of the TANF Manual, Section 704-1 and Section 5.3 of the WoRC Guidelines.

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SECTION: Other Benefits/Requirements
Performance Standards

SUBJECT: Supportive Service Payments
Supportive Services

INTRODUCTION: Effective September 1, 2008, supportive service payments will include the following changes:

POLICY CHANGES: **GA** will be the new supportive service expense code to be used for all gasoline or fuel requests. Payment type can be either EMP (employment related) or PAR (participation related).

TEAMS enhancements will allow approval of supportive services for work-eligible individuals so manual supportive service requests are no longer necessary; unless authorization did not occur before case closure.

High cost items (\$200 or over) require at least two written estimates in the file before supportive services can be issued.

HCS 575-*Motor Vehicle Insurance Assignment and Authorization* is now obsolete and no longer required.

POLICY REMINDERS:

Individuals who are coded NPI, NIH, NCC, EBI, or BOB cannot receive supportive services. If one of the above codes is being considered by a monitor, supportive services should not be issued.

Requests for manual supportive services should be sent to Lorrie Cofer.

The TR code is to be used for, e.g., public transportation, cab fares, etc.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS REMINDER AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR WORC MONITOR OR REGIONAL POLICY SPECIALIST.

Thank you.